

# CAMPAC

## MILWAUKEE COUNTY CULTURAL ARTISTIC & MUSICAL PROGRAMMING ADVISORY COUNCIL

Richard Clark, Administrator

### 2017 APPLICATION CHECKLIST

All the following document attachments must be submitted to the CAMPAC Administrator with your signed CAMPAC application prior to the application deadline. **Failure to provide these documents will constitute an ineligible application. If you need help with these critical documents, contact Rick Clark no less than 2 weeks before the due date of September 19, 2016 .**

#### NEW APPLICANTS ONLY plus Organization & Financial Statement Information

- ☐ Federal IRS Letter of determination of tax exempt status
- ☐ Articles of Incorporation
- ☐ Organizational By-laws

#### ORGANIZATION INFORMATION (all applicants)

- ☐ List of current Board of Directors, with officers indicated.
- ☐ List and description of major performances, presentation, or other activities during the past 3 years (with dates and locations).
- ☐ Copy of last season brochures(s) and current season brochure(s).
- ☐ IRS Form 990 for the Fiscal Year ending in 2015 from organizations with an annual gross income of more than \$25,000, as required by IRS guidelines.

#### FINANCIAL STATEMENTS (all applicants)

- ☐ Annual Financial Statement for entire organization for the fiscal year ending in 2015. (This must be an audited statement for organization with budgets over \$400,000, and a formal review for organization with budgets between \$200,000 and \$400,000.)
- ☐ Actual Income & Expense Statements for the fiscal year ending in 2016 (completed or to date).
- ☐ Income & Expense **Budget** for the Fiscal Year ending in 2017.

#### APPLICATION SUBMISSION DEADLINE

- ☐ Signature page showing signatures from both a **Board Officer** and from the organization **Executive/Managing Director**. For electronic submissions scan and create a PDF of the application signature page.
- ☐ For electronic submissions email application document and all required attachments to: [ricktclark@gmail.com](mailto:ricktclark@gmail.com) no later than 5 p.m. on September 19, 2016. Due to timing issues with various internet service providers, you are encouraged to submit your electronic application at least 2 hours prior to the 5 p.m. deadline to ensure timely submission.
- ☐ For paper submissions, the application and all required attachments must be postmarked no later than September 19, 2016.